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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training

DATE: 23 September 1955

FROM : Acting Chief, Plans and Policy Staff

Reports 1-8

SUBJECT: Weekly Activity Report No. 38
13 - 20 September 1955

25X1

I. SIGNIFICANT ITEMS

None.

II. OTHER ITEMSA. Projects under Preparation:

1. Revision of CIA
2. Revision of CIA
3. Revision of CIA
4. Revision of OTR procedure for securing annual training estimates
5. Draft revision of TR RM O-1, Glossary of Intelligence Terminology
Revision will be forwarded to Operations School for review and approval.
6. OTR Regulation establishing a Speaker Index

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B. Components Briefings for OTR Personnel

Sixteen persons attended the special briefing conducted by RQM/OIS for OTR on 19 September. Next briefing for OTR will be on 29 September by OO. Full schedule of briefings is given in OTR Notice 18-55.

C. New Building Requirements

C/PB is serving on special committees concerned with libraries, classrooms, and film projection and storage spaces.

D. DD/I TIO Meeting

This group held its monthly meeting on 20 September. Topics discussed were the new area programs, supervisory and management training, and the processing of external training requests. Minutes of the meeting will be distributed. Next meeting: 18 October.

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E. OTR Items in Personnel Office Newsletter

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Final copy of items to be included concerning OTR were approved and given to Mr. [] Topics covered are: the TLO system, clerical induction training, the self-study language program, management and supervisory training, the JOT program, the non-clerical typing program, and the organization of OTR.

F. Briefing on Office of Training Activities

Plans are being made for an OTR Briefing of members of other offices in CIA. Staff and School Chiefs will be asked to discuss the function and activities of OTR.

G. TLO for SSA/DDP

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Mr. [] who recently assumed the duties of TLO on the staff of the Special Support Assistant for the DD/P was briefed by this Staff.

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H. OTR TO Increase

A draft memorandum justifying [] additional positions in OTR was submitted to the DTR on 16 September.

III. PERSONNEL

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A. Messrs. [] continue in training courses.

B. [] is on one week's annual leave.

C. [] will be absent on maternity leave beginning 26 September.

Mrs. [] reports no replacement is available for Mrs. [] at the present time. 25X1A



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